

# ACADEMIC AFFAIRS 2010 FALL BULLETIN LOS ANGELES SOUTHWEST COLLEGE



Fall 2010 Semester  
August 30, 2010 to December 18, 2010

## Academic Affairs Office Hours



***Monday-Thursday***

***Friday***

***Saturday***

***7:30 a.m. – 9:30 p.m.***

***7:30 a.m. – 4:00 p.m.***

***7:45 a.m. – 1:00 p.m.***



Attention all faculty!!!!

Copy Cards are now being issued in Reprographics/Mailroom (Cox 009). Please make arrangements with Reprographics if you can not come during their regular window hours.

Academic Affairs is unable to make copies for classroom use. All copies should be done in Reprographics!!!! Please feel free to contact them @ (323) 241-5365.



Evening and weekend faculty may ask Reprographics to drop off copy orders in Academic Affairs.

Thank you.

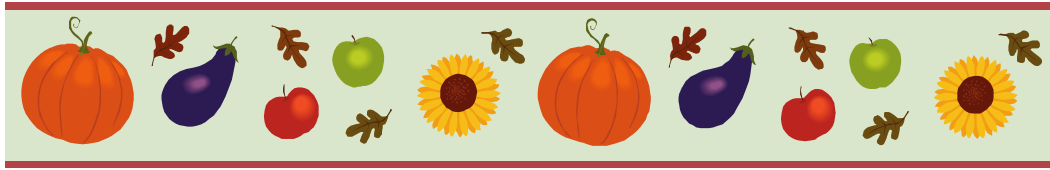


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## ***ACADEMIC AFFAIRS BULLETIN***

***Fall 2010***

### ***GREETINGS***

The Fall Semester begins August 30, 2010 and ends December 18, 2010. We have included essential information to assist faculty with answers to frequently asked questions, college policies, important dates, hours and location of campus services and general information. Please keep this booklet for quick reference. Note the dates to expect forms from Admissions and due dates on page 8. **It is very important each faculty member receives and submits all required forms by the specified dates.**

### FACULTY ORIENTATION

Orientation for new faculty will be Saturday August 28, 2010 from 10:00 a.m. – 11:30 a.m. in LASC's Little Theater.



# SECTION I

## *ACADEMIC AFFAIRS*

### *ADMINISTRATIVE RESPONSIBILITIES\**

*\*Please note: Administrative responsibilities are current as of the date of publication and are subject to change. Please contact Academic Affairs (323) 241-5284 for updated information.*

<b><u>Dr. Jack E. Daniels, III</u></b>	<b>Ext 5273</b>	<b>Cox 408</b>
<b><u>College President</u></b>		

<b><u>Dr. Elmer Bugg, Dean</u></b>	<b>Ext. 5388</b>	<b>Cox 411</b>
<u>Department Chairperson</u>	<u>Ext.</u>	<u>Area of Responsibility</u>
Ms. Catherine Azubuiké	5461	Nursing
Ms. LaShawn L. Brinson	5517	Child Development
Ms. Nouha Toure	5383/5210	Business

<u>Director</u>	<u>Ext.</u>	<u>Area of Responsibility</u>
Ms. Shirley Lockridge	5406	Career Center

<b><u>Dr. Daniel Walden, Dean</u></b>	<b>Ext. 5511</b>	<b>Cox 413</b>
<u>Department Chairperson</u>	<u>Ext.</u>	<u>Area of Responsibility</u>
Dr. Sharon Maselli	5250	English & Foreign Languages
Mr. Lernik Saakian	5362	Mathematics
Vacant		Learning Assistance Dept

<b><u>Vacant, Dean*</u></b>		<b>Cox 413</b>
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*\*Please contact Ms. Tisa Maxwell (Ext. 5231) for assistance.*

<u>Department Chairperson</u>	<u>Ext.</u>	<u>Area of Responsibility</u>
Vacant		Library
Ms. Patricia Lewis	5352	Arts
Dr. Tamura Howard	5312	Behavioral & Social Sciences
Mr. Glenn Yoshida	5296	Natural Sciences, Health & Physical Education

<u>Managers/Coordinators</u>	<u>Ext.</u>	<u>Area of Responsibility</u>
Ms. Joni Collins, Manager	5288	Community Services
Ms. Marian Ruane, Coordinator	5281	Bridges To Success

**ADMINISTRATIVE & CLERICAL STAFF**

Ms. Maria E. Cortez, Administrative Aide	5287	Cox 411
Ms. Angelica Ramirez, Administration Intern	5373	Cox 411
Ms. Traci Tippens, Senior Secretary	5232	Cox 413
Ms. Tisa Maxwell, Senior Office Assistant	5231	Cox 413



**ADMINISTRATORS ASSIGNED FOR EVENING  
& SATURDAY COVERAGE**

The Office of Academic Affairs is located in the Odessa Cox Building, Room 411/413. The hours are from 7:30am - 9:30pm Monday - Thursday and 7:30am - 4:00pm on Friday and 7:45am - 1:00pm on Saturday. Contact our office at (323) 241-5284 for the administrator on duty for a specific night or Saturday.

**Faculty Mail & Roster Distribution**

All Faculty members are issued campus mailboxes and should check these throughout the term for rosters, important campus information, and student messages.



**Mailboxes for Full-time faculty** are located in Cox 009.

**Mailboxes for Adjunct faculty** are located in the Office of Academic Affairs' Evening Division (Cox 411).

**ATTENDANCE ACCOUNTING**

All classes require attendance accounting.

Classes are categorized in one of three ways:

- Weekly Student Contact Hours (WSCH);
- Daily Student Contact Hours (DSCH); or
- Positive Attendance (PA).



- WSCH classes are scheduled from the beginning to the end of the semester with the same meeting days and time. WSCH classes generate the highest rate of revenue for the college. (Fall & Spring semesters only)
- DSCH classes are short term and usually meet for eight weeks of the semester or less with regular meeting days and time. DSCH classes generate the second highest rate of revenue.
- PA classes are open/entry or meet less than six times during the semester. Attendance Accounting for PA classes is the actual number of hours of attendance for each student.

A copy of the **Attendance Accounting Manual** is available on the district website: [www.laccd.edu](http://www.laccd.edu) or upon request in the Academic Affairs office. Because attendance accounting is a significant part of each instructor's responsibilities, please familiarize yourself with this document.

**Students attending classes must be properly registered in the appropriate section number. Do not allow students who are not enrolled to remain in your class.** Please send all students who are not properly enrolled to the Admissions Office (SSB 102) with an Add Permit by the last day to add (Monday, September 13, 2010 for semester long Fall 2010 classes). Students who are not properly enrolled by the last day to add should be excused from class.

Students who have not attended class should be noted as a "no show" on attendance forms and should be excluded or dropped. Instructors may use the Instructor Information System (<https://services.laccd.edu/wfac/>) to drop or exclude students.

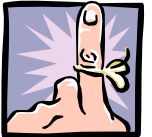
**Please note: Instructors using the web system for exclusions are required to print and submit a signed copy of their exclusions to Admissions.**

In Lieu of cards are to be used ONLY IN THE CASE OF AN EMERGENCY. Use of these cards reduces funding levels for the college and causes student frustration. Please manage your rosters in a TIMELY MANNER. Excessive mismanagement of rosters can be considered in faculty evaluations.

### *Due Dates for Admissions and Records*

<b>Census Date</b>	
<b>Census Rosters Due in Admissions</b>	<b>Monday, September 13, 2010</b>
<b>Exclusion Rosters Due in Admissions</b>	<b>8 Calendar days after Census</b>
<b>DSCH/PA Exclusion Roster Due in Admissions</b>	<b>Please see Admissions</b>
<b>Grade Collection Forms</b>	<b>8 Calendar Days after Distribution</b>
	<b>5 college working days after the last day of Finals</b>

**\*\* Faculty are not required to return the Multipurpose Roster to Admissions. However, Faculty should maintain attendance for their own records. \*\***



Positive Attendance Class Exclusion Rosters are produced at ½ class length with due date eight (8) calendar days after distribution.

If you have any questions regarding your roster please feel free to contact Admissions @ (323) 241-5321 or your Dean or Department Chair.

# **Late Attendance Accounting**

## **POLICY AND PROCEDURES FOR LATE**

### **ATTENDANCE ACCOUNTING AND GRADE FORMS**

Submission of attendance accounting and grade forms by specified timelines is a faculty responsibility. Specific due dates to submit attendance accounting and grade forms are provided to faculty along with rosters.

A week after the due date, the admissions' supervisor sends a list of outstanding forms to Department Chairs, Deans, the Executive Vice President and the College President. The Department Chairs make the first notification to the delinquent faculty. Academic Deans assist in contacting faculty as well. If forms are not submitted to Admissions within three to five days of the notification, the Executive Vice President will send a letter to the faculty member. The letter indicates that failure to submit attendance accounting materials and/or grades may result in salary warrants being withheld and/or issuance of a less than satisfactory performance evaluation. This policy has been collegially consulted with and agreed upon with the campus AFT leadership. A copy of the delinquent letter is sent to the College President, Academic Dean and Department Chair.

A policy has been established by the Office of Academic Affairs that faculty members whose name appears on the delinquent list for the first time receive the non-compliance letter from the Executive Vice President. Appearing on the list for a second time will produce an unsatisfactory performance evaluation for the faculty. The reason for the unsatisfactory performance will be listed as dereliction of duty and non-compliance of college regulations in terms of attendance accounting and grade submission.

College Administration will discipline faculty who persist with non-compliance of submission of admissions records and forms on an individual basis.

### **CENSUS DAY**

Apportionment for student enrollment is received from all students enrolled prior to Census Day. Students must be enrolled prior to this date for college to receive DSCH funding. Students registering in semester length classes after this date do not generate state funding

**Please note:** Admissions and Records will not process add permits after the last day to add without signed approval from the appropriate academic dean. Academic deans review requests for "late adds" on a case-by-case basis and only approve those with extenuating circumstances.

## HOLIDAYS - VACATIONS CLASSES ARE NOT IN SESSION

### Fall 2010

Labor Day	Monday, September 6, 2010
Veterans' Day	Thursday, November 11, 2010
Thanksgiving	Thursday, November 25-Saturday, November 27, 2010



### *Faculty (New)*

We extend a warm welcome to all new faculty and invite you attend the New Faculty Orientation scheduled for Saturday, August 28, 2010 from 10:00 a.m. – 11:30 a.m. in LASC's Little Theater.

### *Flex Obligation*

Every instructor has a contractual obligation to participate and report professional development activities. Full-time teaching faculty flex obligation for an academic year is 33.5 hours of professional development. For hourly teaching assignments, the professional development obligation for an academic year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment. Failure to submit a complete Flex Report by the established deadline will result in docking of pay.

\*\*If you have questions, please contact your Department Chair or Dr. Sharron Maselli, Staff Development Coordinator at (323) 241-5219\*\*



## *FACULTY ASSOCIATIONS*

### *Academic Senate*

The Academic Senate is an elected body of campus-wide and departmental representatives who address academic and professional issues.

Dr. Allison Moore, Academic Senate President   Cox 418   Ext. 5386

## **AFT**

AFT (American Federation of Teachers, Local 1521) is the faculty bargaining agent. The collective bargaining agreement (contract) covers faculty rights in employment; work environment, benefits, salaries, leaves, hourly seniority, summer priority, grievance, and the academic calendar, among other issues. The chapter chair has copies available for each faculty member.

Dr. Sandra Lee, AFT Chapter President LL 333

Ext. 5224

## SECTION II

### DEPARTMENT SERVICES

#### The Academic Success Center

Cox Building Library 2nd & 3rd Floor Ext. 5455

The Academic Success Center is located on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the library in the Cox Building and welcomes all students at Los Angeles Southwest College. We are a student-centered friendly place where students can come for assistance. Our services include the following:

- Computer Access – Computer assisted instruction, lab support for various disciplines, and an open lab area for email access.
- Academic Tutoring —well prepared peer tutors can help students achieve academic success in small group sessions.
- Academic Assessments and Workshops—conduct assessments for specially funded programs and workshops in support of student success and workforce development.
- Writing Assistance —provides writing support enabling students at all levels to function effectively, efficiently, and confidently in an academic environment.
- Learning Skills Classes – open entry/exit classes in reading, writing, grammar and mathematics on the third floor.
- Study Areas – small groups may study together in a quiet learning conducive environment.
- Information and Referral—Just stop by with your questions or needs, and we will help connect you to the right office!

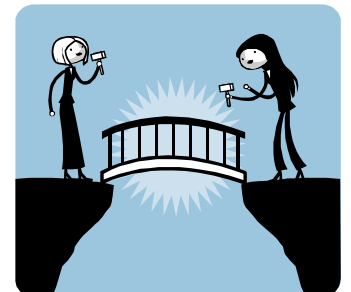


Our mission is to support the college's learning environment and to promote student success on the campus of Los Angeles Southwest College.

Mondays – Wednesdays	8:00 a.m. – 6:00 p.m.
Thursdays	8:00 a.m. – 2:00 p.m.
Fridays	Closed
Saturdays	9:00 a.m. – 12:30 p.m.

#### Bridges to Success Center (formerly the Citizenship Center)

Ms. Marian Ruane Student Services Building 205 Ext. 5281



The Bridges to Success Center has several programs designed to assist non-native English speakers, immigrants and low-income students. These programs include: *English Literacy and Civics*, and *ESL/Citizenship/ABE*. The following services are available to all students and community members free of charge in English and in Spanish:

- ESL student placement, registration assistance and orientation
- Assistance with Citizenship process including classes, application, interview preparation, voter education seminars and Permanent Resident card renewals
- Financial Aid application workshops (FAFSA on-line)
- Student study skill workshops
- Community outreach and recruitment

The Bridges to Success Center also staffs the **BTS Computer Lab (LL208)** shared with the English and Foreign Languages department. The lab is available on a walk-in basis for student, faculty and staff use for word processing, Internet, and instructional software programs.

Bridges to Success Hours: (SSB 205)	Monday–Thursday	8:00a.m.-7:00p.m.
	Friday	8:00a.m.-1:00p.m.
	Saturday	8:00a.m.-1:00p.m.

BTS Computer Lab: (LL 208)	Monday–Thursday	11:00a.m.-1:00p.m.
		5:00p.m.-6:30p.m.

## **CalWORKs/GAIN**

**Student Services Building 217**

**Ext. 5477 (Main Office Phone)**

The program assists TANF (Temporary Assistance to Needy Families) recipients achieve long-term self-sufficiency through coordinated services including: work study (on and off-campus), job placement, child care, and coordination. All CalWORKs students should see one of the program counselors in order to meet the mandates of the TANF requirements. All verification forms, student progress reports, etc. must be completed and signed by a CalWORKs counselor according to the regulations of the Department of Public Social Services. We serve SIPs (Self-Initiated Participants) and Non-SIPs. SIPs are students who enrolled in a community college prior to their appraisal by the county welfare department. Non-SIPs are students who have been assessed by the local welfare department prior to enrolling in a community college.

The CalWORKs/GAIN Office is located in SSB 217. Our office hours are Monday – Friday from 8:00 a.m. to 4:30 p.m.

## **Career Center**

Ms Shirley Lockridge SSB 228 Ext. 5406

The Career Center is a comprehensive Center that provides students all of the tools needed to enhance their careers. It is open to all students and assist them with job development and job placement. Below are additional services



- Assist students to identify previous job skills that will match with careers to put them into career paths
- Assist with job search
- Eureka self assessment testing
- Maintaining a list of job openings
- Job recruitment by various companies

Mrs. Shirley Lockridge and her team coordinates four major events per year per and all job recruitments and job fairs with various companies. The Career Center also hosts workshops on subjects such as resume writing and interview skills.

Monday	Closed
Tuesday – Thursday	8:00a.m.- 5:00p.m.
Friday	8:00a.m. – 1:00p.m.

### **Distance Learning-Online Courses**

Online Learning courses are available in a variety of disciplines. Our course offerings are academically the same as the on campus courses, while also meeting the same General Education and Transfer requirements as their on-campus counterparts.

These courses are designed for students who enjoy learning independently and cannot attend on campus on a regular basis, and who are comfortable using a computer. The online courses at Los Angeles Southwest College operate asynchronously, which means students may go online to do their course work at times that is convenient for them. Students have no class meetings, apart from an orientation meeting and, in some cases, examinations.



Departments continue to develop new course offerings, so students should check the latest online course offerings at [www.lasc.edu](http://www.lasc.edu) or current schedule of classes.

### **English Writing Center**

Cox Building Library 1st Floor, Ext. 5451

The English Writing Center is located on the first floor of the Cox Building (the floor above the ground floor), toward the back of the library. The English Writing Center is where English 21 and English 28 students fulfill the required lab component of these courses. We provide a friendly, comfortable atmosphere for these students to use online lab assignments to improve their reading and writing skills. We also help promote English Department events and publications. Our goal is to be a support system and encouraging environment for basic skills English students.

English Writing Center (Ext. 5451)

Monday-Thursday	9:30 a.m. - 1:30 p.m. & 4:30 p.m. - 6:00 p.m.
Saturday	9:00 a.m. - 12:00 p.m.

## Instructional Television (ITV)

**ITV / The Weekend College** classes are transferable community college courses that combine instructional video with an interactive course website and weekend class meetings. ITV courses are available to students at Los Angeles Southwest College. Please go to [www.lamission.edu/itv/](http://www.lamission.edu/itv/) for more details.

## Library

Cox Building 1st Floor Ext. 5235

The Founders Library is located on two floors of the Cox building and is accessible to the physically limited. It offers nearly 60,000 volumes and more than 1800 periodical subscriptions (magazines and newspapers) both print and online, making it the campus research center. Computer databases provide access to the most current information. Articles may be printed or emailed.

Materials are grouped throughout the facility for easy use in the Reference, Reserve and Periodicals area, as well as in the stacks. Books and videos are accessible both on and off campus via the Internet. A select video collection is also available on various subjects. The online computerized catalog of the Specialized information databases include such topics as Biography, Science, Law, Scholarships Search, Medicine, History, Literature, African Genealogy, Multicultural issues and Geography, Politics and History of the world, nation, states and Los Angeles area. Class Tours and Library Database Instruction for classes, faculty and staff are available by appointment. Library hours are:

Monday–Thursday	8:00 a.m. -- 8:00 p.m.
Friday	8:00 a.m. – 1:00 p.m.
Saturday	9:00 a.m. – 12:00 noon

## **Math Connection lab (Ext. 5374)**

**Dr. L. Saakian, Tec 281, Ext. 5366**

The Math Connection Lab (TEC 170/190) is a comprehensive math lab operating in conjunction with the Math Department. The lab is open to all students who need assistance with math courses.

Math Connection Lab Operating Hours:

(Ext. 5374)	Monday-Thursday	9:30a.m.-7:00p.m.
	Friday	9:30a.m.-1:00p.m.
	Saturday	9:30a.m.-1:00p.m.



## **Student Services**

Dean, Dr. Patrick Jefferson

SSB 209

Ext. 5298

Acting Associate Dean, Ms. Tangelia Alfred

SSB 102E

**Ext.5321**



The office of the Dean of Student Services is located in SSB 209. A special information desk will be maintained in Admissions and Records SSB 102, for the first two weeks of the semester. The add desk will inform students of open classes as well as provide personalized information service. The student can obtain a receipt after the payment of fees or the processing of a fee waiver is completed.

## **Admissions and Records**

Students being added should be provided with a signed Add Permit and directed to the Admissions and Records Office (SSB 102). Once the add permit is processed, students should present a registration receipt from the Business Office or a stamped "Instructor's Notification of Add" form to the instructor as verification of enrollment.

Admissions and Records will not process add permits after the last day to add without signed approval from the appropriate academic dean. Academic deans review requests for "late adds" on a case-by-case basis and only approve those with extenuating circumstances. The last day to add for semester-long Fall 2010 classes is Monday, September 13, 2010. Please contact Admissions and Records for the last day to add deadline for Short-Term Classes.

**Add Permits** are available for faculty in the Admissions Office or in Academic Affairs. Due to the sensitive nature of Add Permits, only instructors can receive blank add permits. **Please do not send students to pick up Add Permits.**

### **ADMISSIONS OFFICE**

SSB 102

Ext. 5321

Monday & Tuesday

8:00a.m.-5:00p.m.

Wednesday & Thursday

8:00a.m.-7:00p.m.

Friday 8:00a.m.-1:00p.m.

## **CARE**

CARE ( Cooperative Agencies Resources for Education) is a program for EOPS students who are single parents receiving CalWORKs/ cash aid and have a child under 14. The aim of CARE is to assist single parents receiving CalWORKs to increase their educational skills, enhance their employability, become more confident and self sufficient, encourage success and the transition from cash aid to financial independence. Information for CARE can be obtained from the EOPS/CARE Office, located in SSB 218 or by calling (323) 241-5484

### **EOPS (Extended Opportunity Programs and Services)**

EOPS (Extended Opportunity Programs and Services) is a state-funded support program designed to provide academic support, financial assistance, and counseling for eligible students. In order to qualify students must have an economic and educational disadvantaged. Students must be enrolled in 12 units and have a BOGG fee waiver. Funds are limited and on a first-come first-served basis. Information regarding EOPS can be obtained from the EOPS/CARE Office, located in SSB 218 or by calling (323) 241-5484

**Matriculation** administers computer-based “walk-in” English and Mathematics assessment tests. An electronic prerequisite checking system is in place for English 21 through English 101 and Math 115 through Math 267. The Matriculation/Assessment Center is located in the Student Services Building, room 204.





## **Student Discipline**

The removal of students from the class by the instructor for disruptive behavior, cheating or any other violation of the District’s Code of Conduct is frequently known as the “48 hour” suspension. District Board Rule 91101.11 (b) (5) authorizes an instructor to remove a student from the class for the day of the incident and the next class meeting. The removal of a student from the class for more than the day of the incident will require the instructor to submit a notice of disciplinary action to the Department Chair, the Chief Instructional Officer and the Chief Student Services Officer. The “Unsatisfactory Notice” form used for this purpose is available in the Office of Student Services in SSB 209.

Instructors may discipline students for more than the “48” hour time period. Due process requirements for the more serious violations require hearings for suspensions of 10 days or more. No hearings are required of shorter periods of suspensions, but students have the right to request a hearing.

Our recommendation to instructors anticipating student discipline problems is to remain consistent in policy and practice, to publish and distribute your policies and consequences each semester in you class syllabus, and to keep good notes. It is a good idea to discuss any problems with the student before the problem escalates.

It is most important to emphasize that the instructor cannot remove a student from the class without following proper procedures. Exclusion actions can be challenged by the grievance procedure if proper procedures and due process were not followed.





## SECTION III

### REMINDERS

#### Absence: Illness or Personal Emergency

The Office of Academic Affairs must be informed, as early as possible, if you are unable to meet your class. The staff in Academic Affairs will require the following information:

- (1) Name,
- (2) Employee Number,
- (3) Date(s) you will be absent,
- (4) Class Name and Section Number of each class you will miss
- (5) Room Number and the Time each class meets
- (6) Reason for the absence.

**\*\*Academic Affairs can be reached at (323) 241-5284\*\***

Academic Affairs will post a **SIGN IN/WILL NOT MEET** sheet, and inform the students of your absence. Upon request, Academic Affairs will also post assignment information for students.

#### ABSENCE REPORTING POLICY

**ABSENCE REPORTING:** All faculty should report their absence to both Academic Affairs and their Department Chair.

You may call your Department Chair or Director directly or upon calling Academic Affairs, ask to be transferred to your Department Chair or Director.

Below is a list of Department Chairs and their extensions:

Ms. Katherine Azubuike	(323) 241-5461
Ms. LaShawn Brinson	(323) 241-5023
Dr. Tamura Howard	(323) 241-5312
Ms. Patricia Lewis	(323) 241-5352
Dr. Sharon Maselli	(323) 241-5250
Ms. Marian Ruane	(323) 241-5281
Dr. Lernik Saakian	(323) 241-5362
Mr. Nouha Toure	(323) 241-5223
Mr. Glenn Yoshida	(323) 241-5296



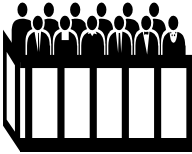
## Conference Attendance

Conference attendance must be approved at least 21 days in advance of the conference. All absences due to conference attendance are to be reported to Academic Affairs.

## Jury Duty

When assigned to jury duty, report the days that you will be out on jury service and turn in a copy of your Jury Summons to the Academic Affairs office. Once you have completed jury service, turn in an Absence Certification form and a copy of your Certification of Jury Service (provided by the court) to your Department chair.

If you receive payment from the court, make a check payable for the amount you receive (less parking reimbursement) to the Los Angeles Community College District (LACCD). You may turn the check into our payroll department or send it directly to LACCD District Office Payroll Department.

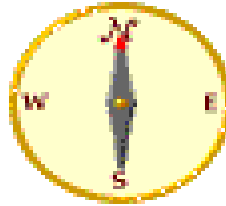


## Substitutes

PLEASE DO NOT CALL A SUBSTITUTE. BUDGET RESTRICTIONS AND CREDENTIAL REQUIREMENTS LIMIT THE USE OF SUBSTITUTES. SEE YOUR AREA DEAN FOR DETAILS.

**Substitutes will only be compensated if a Dean or the Executive Vice President authorizes their assignments. Substitutes will not be called for one-day absences. Substitutes may be approved for prolonged absences of more than five days.**





## CLASS LOCATION

Classes are to meet in assigned rooms as scheduled. You may **not** hold your class away from assigned room unless an administrator in the Office of Academic Affairs has given you prior authorization.

To request a room change, please contact, Ms. Maria Cortez (323) 241-5287.

## CLASS SCHEDULE

The Class Schedule is now on-line at [www.lasc.edu](http://www.lasc.edu). Free copies are available through out campus.

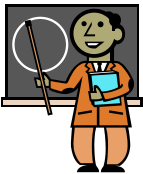
## CLASSROOM FURNITURE

If you rearrange the furniture in your classroom, please make sure that it is returned to its original place before you leave. **FURNITURE SHOULD NOT BE MOVED FROM ROOM TO ROOM.** Should you require additional chairs, please request assistance from an administrator in Academic Affairs.



## CLASSROOM REGULATIONS

*SMOKING, EATING AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. IT IS UNLAWFUL FOR CHILDREN OR OTHER NON-ENROLLED PERSONS TO ACCOMPANY STUDENTS TO CLASS AND/OR THE LIBRARY. PLEASE REMIND YOUR STUDENTS OF THESE REGULATIONS.*



## COURSE SYLLABI

All instructors are to prepare and submit a course syllabus for each course assigned and submit a copy to their department chair and to Academic Affairs. Syllabi should be distributed to students on first day the class meets.

The Syllabus does not have to be lengthy but should contain at a minimum the following information:

1. Course Title
2. Semester
3. Instructor
4. Instructor's office hours and location (full-time faculty only)
5. Textbooks (Required and Supplemental)
6. Objectives of the Course/Student Learning Outcomes (SLO's)
7. A brief outline of the course activities. (This can be a statement, list, weekly calendar, etc.)
8. An explanation of grading standards and approximate examination dates

9. Assessment/exams, mid-term and final
10. Attendance/missed assignment/class—when and how to contact
11. Keys to success: Use of tutoring, library, etc.

Also, please include the process listed below that a student should follow to make a complaint about an instructor:

1. Instructor
2. Department Chair
3. Dean
4. Executive Vice President

At the start of the semester, Academic Affairs places blank “blue information” cards in faculty mailboxes. Instructors are required to complete and return these to Academic Affairs and their Department Chair.

### CURRENT ADDRESS INFORMATION

\*\*\*VERY IMPORTANT\*\*\*

Please confirm that the college has your most current address and phone number on file (Otherwise we are unable to reach you with pertinent information).

If you need to update your information, please complete a change of address form in the campus Payroll Office, Cox 405. Evening instructors may turn forms in to the Office of Academic Affairs.

### Field Trips



All field trips must be approved at least one week in **advance** by the Department Chairperson, Dean and Executive Vice President. Field Trip Request **forms** are available in the Office of Academic Affairs. **Travel out-of-state requires Board authorization or the President’s authorization.** Requests for Bus Transportation and Student Release forms are also available in the Office of Academic Affairs.

### FINAL EXAMINATIONS

**\*\*No class or student is exempt from the final exam.\*\***

Final examinations must be held on the date and time listed in the Schedule of Classes. No Class or Student is exempt from the final exam. For the Fall 2010, finals are scheduled between Monday, December 13, 2010 and Saturday, December 18, 2010. Please refer to page 13 in the Fall 2010 Schedule of Classes for the Final Exam Schedule. **Requests for changes to the printed final schedule must be in writing and authorized by an administrator in the Office of Academic Affairs before November 30, 2010.**



## INSTRUCTOR EMAIL/ INFORMATION SYSTEM

A campus email address is created, upon approval of your teaching assignment at the District office. User ID is the first six characters of your last name, followed by first initial of first name and first initial of the middle name (e.g. If you name is Joseph Mark Johnson, your User ID will be 'johnsomj'). Your initial email password is the month and date of your birthday (MMDD format) followed by the last four digits of your employee number. For example: the initial email password for an employee with a birthday of July 9 and employee number of 12345678 would be 07095678. Instructions on how to access campus email from any internet connected computer and access to the LASC Employee Email System can be found at [http://www.lasc.edu/IT/email\\_system.html](http://www.lasc.edu/IT/email_system.html)

Upon approval of your assignment at the District office, you are also authorized to access your rosters online, exclude and enter grades through the Instructor Information System. To view your rosters online go to [WWW.LACCD.EDU](http://WWW.LACCD.EDU), click on the 'Faculty & Staff Resources' button on the top of the page, then click on the 'View your Class Rosters' link listed in the middle of the webpage under "Faculty Services – Instructor System."

Your User ID is same as your network/email login. It is six characters of your last name, followed by first initial of first name and first initial of the middle name (e.g. If you name is Joseph Mark Johnson, your User ID will be 'johnsomj'). Your initial password is your 8 digit employee number. Please note: Instructors using this system to enter grades and exclude students are required to print and submit a signed copy to Admissions.

**Please call the I.T. helpdesk (at 323 241 5075) if you need further assistance.**



## PARKING POLICY



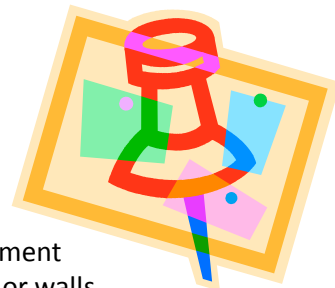
College parking spaces are identified as student or staff spaces. Faculty and staff must park in "staff" designated spaces; parking violation citations will be issued. Similarly, students parking in faculty spaces will be cited.

A valid staff parking permit is required starting the second week of the semester. Part-time instructors may pick-up a Fall 2010 parking permit in the LASC Sheriff's Office.

Weekend and evening faculty please call (323) 241-5311 to make arrangements.

## POSTING OF FLYERS

Bulletin boards are located in each building to provide designated spaces for recruitment flyers and other notices. **DO NOT** post flyers and notices on easels, doors, windows or walls. **To post an item, you must obtain approval from the Dean of Student Services, SSB 209.**



## PRIVACY ALERT

Do not use social security numbers or student identification numbers (including the last four digits) when posting grades. Public use of these is illegal and violates students' privacy.

## ROOM CHANGES

Please do not move from the room to which you are currently assigned without prior authorization by an administrator in the Office of Academic Affairs. There is an official college **ROOM CHANGE FORM**. This is the **ONLY** form that can be used to post a room change and can only be issued by the Office of Academic Affairs.



## SALE OF TEXTBOOKS

**Sale of textbooks by instructors in the classroom is prohibited.** Pursuant to **Government Code** Section 1090 and Sections 59400-59408 of Title 5, the sale of textbooks by instructors is prohibited. Textbooks should be sold **only** through the College Bookstore.



## STUDENT PAPERS

The staff of Academic Affairs is not responsible for receiving or date stamping class papers to be placed in instructors' mailboxes.



## TEST SCORING SERVICE

Scantron scoring machines are available for use by faculty in the Academic Affairs office and in the English Department, Lecture Laboratory Building Room 233.



## SECTION IV

# LOS ANGELES SOUTHWEST COLLEGE

## OFFICE HOURS



ACADEMIC AFFAIRS                      Cox 411/413                      (323) 241-5284  
Monday-Thursday                      7:30a.m.-9:30p.m.  
Friday                                      7:30a.m.-4:00p.m.  
Saturday                                    7:45a.m.-1:00p.m.

ABSENCE REPORTING                      (323) 241-5284  
Monday-Thursday                      7:30a.m.-9:30p.m.  
Friday                                      7:30a.m.-4:00p.m.  
Saturday                                    7:45a.m.-1:00p.m.

\*\*Please call the above number to report absences or emergency situations. \*\*

PLEASE DO NOT CALL A SUBSTITUTE. BUDGET RESTRICTIONS AND CREDENTIAL REQUIREMENTS LIMIT THE USE OF SUBSTITUTES. SEE YOUR DEPARTMENT CHAIR OR DEAN FOR DETAILS.

ACADEMIC SUCCESS CENTER  
Cox Building Library 2nd & 3rd Floor                      Ext. 5455  
Mondays – Wednesdays                      8:00 a.m. – 6:00 p.m.  
Thursdays                                      8:00 a.m. – 2:00 p.m.  
Fridays    Closed  
Saturdays    9:00 a.m. – 12:30 p.m.

ADMINISTRATIVE SERVICES                      Cox 403                      Ext. 5314  
Monday-Friday                                      8:00a.m.-4:30p.m.

ADMISSIONS OFFICE                      SSB 102                      Ext. 5321  
Monday & Tuesday                                      8:00a.m.-5:00p.m.  
Wednesday & Thursday                                      8:00a.m.-7:00p.m.  
Friday    8:00a.m.-1:00p.m.



INTERNATIONAL STUDENTS OFFICE SSB 116

*Ms. Linda Larson-Singer, Advisor*  
Wednesday

Ext. 5277

11:30a.m.-7:00p.m

*Mr. Darren Grosch, Coordinator*

Monday, Tuesday & Wednesday  
Thursday

10:00a.m.—3:00p.m.

2:00p.m.--7:00p.m

ASSESSMENT CENTER/Rose Calderon SSB 204

Monday & Thursday  
Tuesday & Wednesday  
Friday

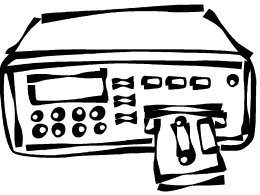
Ext. 5361

8:00a.m.-7:00p.m.

8:00a.m.-5:00p.m.

8:00a.m.-1:00p.m.

\*\*Please note: Last test given two hours prior to closing.



AUDIO VISUAL/Alex Taubr

Monday-Thursday  
Friday

Cox 410

Ext. 5079

8:00a.m.-6:30p.m.

Closed\*\*

\*\* Please contact IT Help Desk (X5075) with any urgent A/V Request on Fridays.

BOOKSTORE

Cox 009

Ext. 5227

Monday-Thursday  
Friday

8:00a.m.-6:00p.m.

8:00a.m.-3:00p.m.

\*\* Bookstore is open the first 2 Saturdays of each semester\*\*



BRIDGES TO SUCCESS CENTER/ Formerly Citizenship Center

Marian Ruane  
Monday-Thursday  
Friday  
Saturday

SSB 205

Ext. 5281

8:00a.m.-7:00p.m.

8:00a.m.-1:00p.m.

8:00a.m.-1:00p.m.



BUSINESS OFFICE

SSB 103

Ext. 5301

Monday & Tuesday  
Wednesday & Thursday  
Friday

8:00a.m.-5:00p.m.

8:00a.m.-7:00p.m.

8:00a.m.-1:00p.m.

CalWORKs/GAIN

SSB 217

Ext. 5477

Monday-Friday

8:00a.m.-4:30p.m.



CAMPUS SHERIFF'S STATION

Ext. 5311

24 HOURS

From campus phones, dial the extension 5311.  
From off-campus phones, dial (323) 241-5311.

CAREER CENTER/Shirley Lockridge      SSB 227      Ext. 5406  
 Monday      Closed  
 Tuesday – Thursday      8:00a.m.- 5:00p.m.  
 Friday      8:00a.m. – 1:00p.m

CENTER FOR RETENTION AND TRANSFER      SSB 228      Ext. 5523  
 Monday & Wednesday      8:00 a.m. – 4:30 p.m.  
 Tuesday      8:00 a.m. – 6:00 p.m.  
 Thursday      8:00 a.m. – 4:00 p.m.  
 Friday      8:00 a.m. – 12:00 p.m.

COMMUNITY SERVICES/Joni Collins      SSB 206      Ext.5288/5260  
 Monday-Thursday      8:00a.m.-6:30p.m.  
 Friday      8:00a.m.-2:00p.m.  
 Saturday      9:00a.m.-2:00p.m.

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY LAB LL 206      Ext. 5210  
 Monday-Thursday      8:30a.m.-4:00p.m.  
 Friday      8:00a.m.-12:00p.m.  
 For students enrolled in CAOT courses. Enrolled students who wish to use lab may do so by paying lab fee.

COMPUTER SCIENCE LAB/James Hicks      Tech 250      Ext. 5345  
 Monday-Thursday      8:00a.m.-9:30p.m.  
 Friday      8:00a.m.-3:00p.m.  
 Saturday      8:00a.m.-3:00p.m.

COUNSELING/Reggie Morris      SSB 227      Ext. 5200  
 Monday-Tuesday      8:30a.m.-5:00p.m.  
 Wednesday/Thursday      8:30a.m.-6:30pm  
 Friday      Closed

DISABLED STUDENTS      SSB 117      Ext. 5480  
 Monday      8:00 a.m. – 4:00 p.m.  
 Tuesday      8:00 a.m. – 6:00 p.m.  
 Wednesday      9:00 a.m. – 6:00 p.m.  
 Thursday      8:00 a.m. – 3:00 p.m.  
 Friday      8:00 a.m. – 12:00 p.m.



EOPS/CARE

Monday & Tuesday  
Wednesday & Thursday  
Friday

SSB 218

8:00 AM to 4:30 PM  
8:00 AM to 6:30 PM  
8:00 AM to 12:00 PM

Ext. 5477

FINANCIAL AID/Kathleen Stiger

Monday & Tuesday  
Wednesday & Thursday  
Friday

SSB 104

8:00a.m.-5:00p.m.  
8:00a.m.-7:00p.m.  
8:00a.m.-1:00p.m.

Ext. 5338

HEALTH CENTER

Mondays , Wednesdays, Thursday

SSB 116

9:00 a.m. – 3:00 p.m.

Ext. 5252

Information Technology Department  
Manager, College Information Systems:  
Monday-Thursday  
Friday

Cox 1<sup>st</sup> Floor

Help Desk: Ext 5075

Ms. Vibha Gupta ext 5072  
7:30a.m.- 7:00p.m.  
7:00a.m. - 4:30p.m.

LIBRARY SERVICES

Monday–Thursday  
Friday  
Saturday

Cox 107

8:00 a.m. -- 8:00 p.m.  
8:00 a.m. – 1:00 p.m.  
9:00 a.m. – 12:00 noon

Ext. 5235

MAIL ROOM/Reprographics

Monday-Thursday  
Friday

Cox 009

7:00 a.m.-6:30p.m.  
7:00a.m.-3:30p.m.

Ext. 5365

MATRICULATION/Rose Calderon

Monday & Thursday  
Tuesday & Wednesday  
Friday

SSB 204

8:00a.m.-7:00p.m.  
8:00a.m.-5:00p.m.  
8:00a.m.-1:00p.m.

Ext. 5361

MIDDLE COLLEGE HS

Wanda Moats, Principal

323-820-9343

PAYROLL/Edward Francis

Monday-Friday

Cox 403

8:00a.m.-4:30p.m.

Ext. 5282

PERSONNEL/Lorraine Bell

Monday-Friday

Cox 403

8:00a.m.-4:30p.m.

Ext. 5283





PRESIDENT'S OFFICE/Dr. Jack E. Daniels, III  
Monday-Friday

Cox 408  
8:00a.m.-4:30p.m.

Ext. 5273

RECEIVING/Brian Robinson  
Monday-Friday

M & O Building  
7:00a.m.-3:30p.m.

Ext. 5063

RECRUITMENT/Johnel Barron  
Monday –Thursday  
Fridays

SSC 218  
9:00a.m.-4:30p.m.  
8:00a.m.-12:00p.m.

Ext. 5325

\*Tours, Event Presence and Presentations Scheduled Upon Request

STUDENT SERVICES  
Monday-Friday

SSB 209  
8:00a.m.-4:30p.m.

Ext. 5279

BTS COMPUTER LAB  
Monday & Thursday  
Tuesday & Wednesday  
Friday

SSB 204  
8:00a.m.-7:00p.m.  
8:00a.m.-5:00p.m.  
8:00a.m.-1:00p.m.

Ext. 5361



HAVE A  
GREAT  
SEMESTER!!!